

6p - Printing - Personal laptops - Windows 10

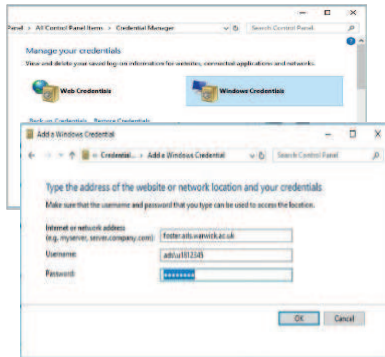
Add the Printer Credentials

Add the details first to Windows Credential Manager. Open **Control Panel, Large or Small icons View**, then select **Credential Manager**.

Click **Add a Windows credential**

Type **foster.ads.warwick.ac.uk** or **hopkins.ads.warwick.ac.uk**

then **ads\your ITS username and password**. Click **OK** to save.



There will be a short delay before you are prompted to authenticate to our print server.

It may connect automatically if you have entered your credentials already in Credential Manager

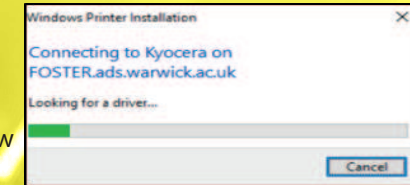
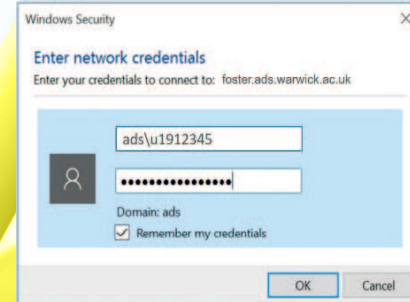
Type **ads** followed by your IT Services username and password and click the Remember my credentials box, then click OK.

Please note:

If you do not click the Remember my credentials box, future attempts to print to this print queue will fail.

This is stored in Credential Manager in Control Panel – it is a Windows credential. If you change your ITS password, you need to go to Credential Manager and edit the Windows credential for the server name you chose. The print queue will now be installed; a window will show the progress of the installation, which will contain three automated steps. If you are **prompted to trust the printer, select "Install driver"**

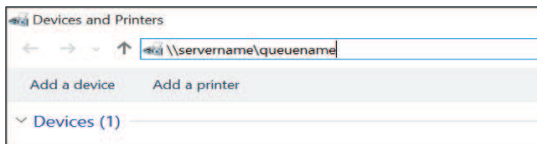
Once successfully installed the print queue window will open. This window can be closed, you will now be able to print to Kyocera printers.



Installing a printer on Windows 10

Ensure the laptop is connected to the University's network, either by a wired or wireless connection. (If wireless, **use hotspot-secure**)

Open **Control Panel, Large or Small icons View**, then select **Devices and Printers**. In the **Devices and Printers** window select the text box at the top of window and delete all the content.



Type the address of the print queue (\\servername\queuename) you would like to install (it doesn't matter which of these you install):

[\\foster.ads.warwick.ac.uk\kyocera](https://foster.ads.warwick.ac.uk/kyocera) or [\\hopkins.ads.warwick.ac.uk\kyocera](https://hopkins.ads.warwick.ac.uk/kyocera)

Click the Go arrow or press the Return key.

IT Services Help Desk

✉ helpdesk@warwick.ac.uk

🖨 warwick.ac.uk/its

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